

POLICE LEGAL ADVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To provide a wide range of professional legal advice on criminal and civil law to members of the Police Department; to research and advise on criminal investigations; and to provide highly complex staff assistance to the Chief of Police.

Supervision Received and Exercised:

Receives general direction from the Deputy City Attorney or other management staff.

Exercises functional and technical supervision over administrative and support staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Provide legal advice to Police Department Command Staff and supervisors on administrative and operational issues.
- On call (at all times along with weekends and holidays) to provide legal consultation and guidance to law enforcement personnel conducting criminal investigations; respond to major incidents involving serious injury, death, and/or extensive property damage related to police action.
- Provide written legal opinions for department including investigation of facts and conducting legal research.
- Prepare department's legal documents including, but not limited to, draft orders and documents required for search, seizure, and forfeiture activities or other investigative purposes.
- Research court cases and legislative actions affecting law enforcement operations and notify appropriate personnel.
- Consult the city's Intergovernmental Relations Director on legislative issues of interest to the Police Department.

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- Foresee potential liability concerns; conduct legal research along with reviewing recent court decisions to determine the relationship with current and/or proposed policies, procedures, law enforcement protocol, officer training, handling / disposition of evidence, etc.; recommend, draft, and/or amend revisions to policy and procedures.
- Consult the city's Risk Management Department and City Attorney's Office on individual claims against the Police Department; compile and summarize the Police Department's position in response to any claims.
- Serve as liaison between the Police Department and city attorneys handling civil litigation cases; represent the City in civil litigation in State and Federal court.
- Evaluate claims against the Police Department, examine reports of enforcement activities, and review disciplinary matters to identify trends / patterns and recommend changes in policies and procedures as need.
- Coordinate and conduct training on legal matters. Review operational training outlines.
- Review hiring, transfer, promotional, and compensation processes in conjunction with the City Attorney's Office and the Human Resources Department for compliance with city policy and State and Federal requirements.
- Review internal personnel investigations and any proposed disciplinary actions.
- May assist in negotiating the MOU with the TOA and other Police Department work groups requesting formal representation under the City's meet and confer ordinance.
- Assist with RICO forfeitures proceedings as directed by the City Attorney.
- Administer citizen review board.
- Attend and participate in Police Department Command Staff meetings.
- Attend and participate in police legal advisors association meetings, such as ALAA (Arizona Legal Advisors Association).

Minimum Qualifications:

Experience:

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Minimum of five years of professional legal attorney experience as a police legal advisor, public prosecutor, deputy state attorney general, assistant city attorney, or equivalent legal experience.

Education:

Requires a Juris Doctorate from an accredited law school.

Licenses/Certifications:

Current membership in the State Bar of Arizona.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 453

Status: Exempt / Classified